Safety and Occupational Health Council

10 February 2004

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Agenda

- ✔ Commander’s Opening Comments
- ✔ Purpose of SOHC
- ✔ Safety Metrics – YTD JAN FY 2004
- ✔ Safety, Health, and Return-to-Employment (SHARE) Initiative
- ✔ Review of Hazardous Processes
- ✔ Fire & Emergency Services
- ✔ Safety Actions / Lessons Learned Charts
- ✔ Review of Open Issues
- ✔ Hot Topics
- ✔ Issues from Council
- ✔ Wrap Up

Commander's Opening Comments

Purpose of Safety and Occupational Health Council

Purpose of SOHC

- ✔ Forum to Evaluate Safety and Occupational Health Program Status
- ✔ Review Safety and Occupational Health Performance
- ✔ Forum to Share Safety Actions and Lessons Learned
- ✔ Forum to Address Major Issues

Safety Metrics

Frequency Rates

Calculating Frequency Rates:

Frequency Rate = (Number of Incidents) x (200,000 Hours)*

Number of Exposure Hours

*** 200,000 Hours = (100 persons) x (2000 Hours) or 1 Man Year**

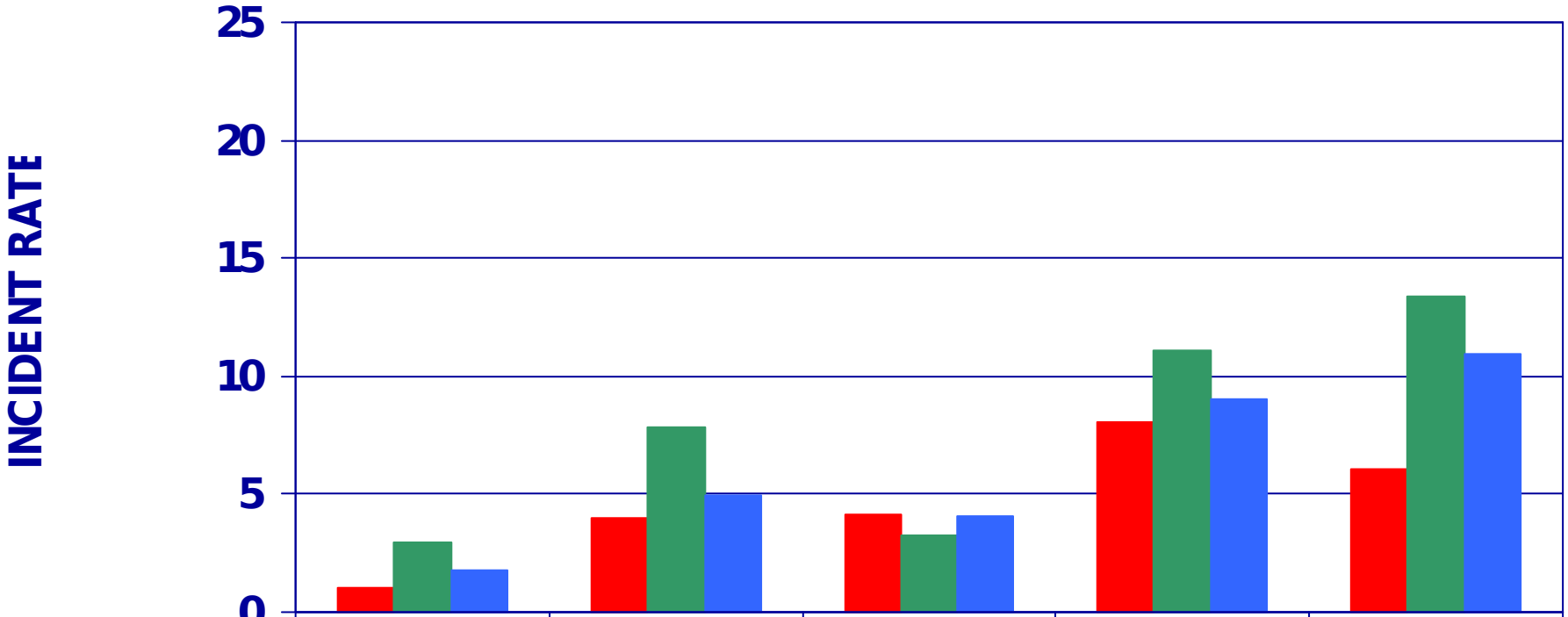
Example:

YTD January FY 2004

Total Incident Rate = (34) x (200,000 Hours)
611,192.0

RIA SAFETY PERFORMANCE
CEILING vs YTD vs AVERAGE
YTD JAN FY 2004

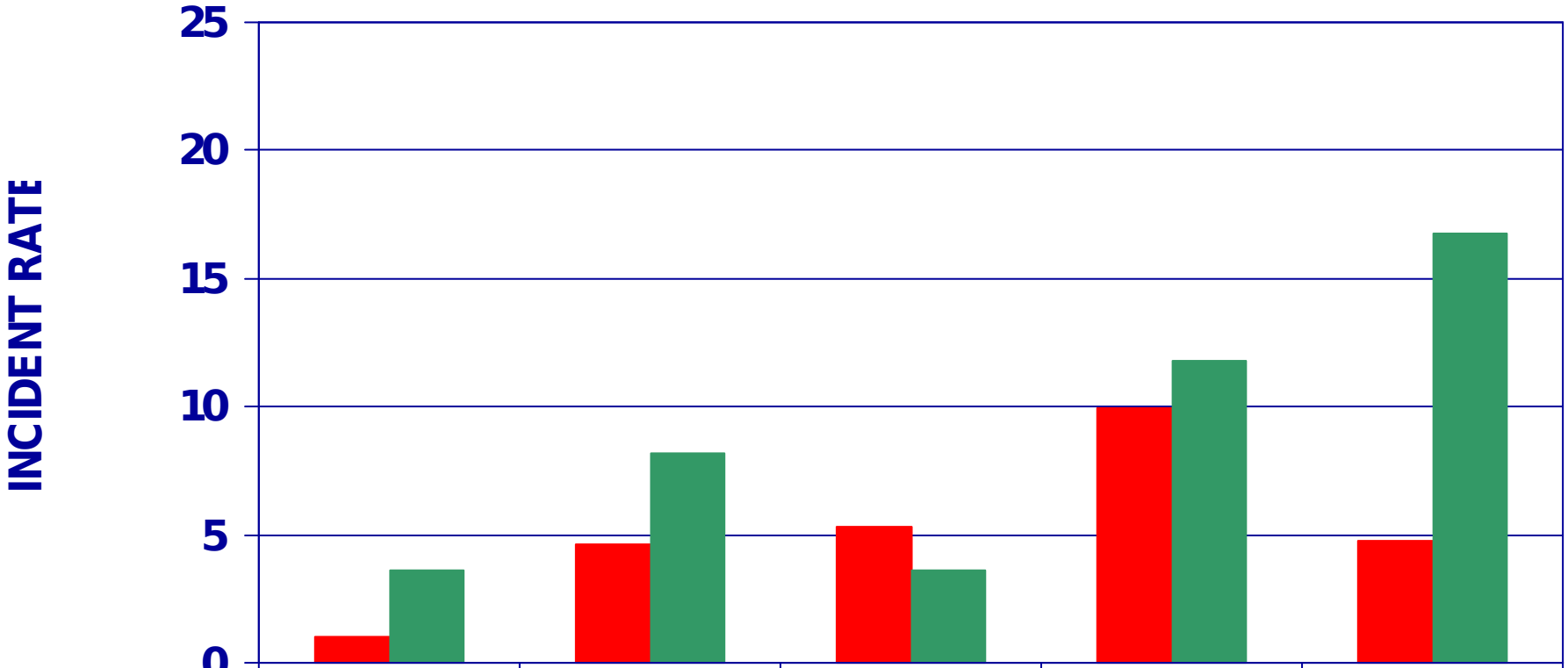
Status: RED



	LOST TIME	OSHA RECORDABLE	FIRST-AID	TOTAL INCIDENT	SEVERITY
CEILING	1.02	3.97	4.12	8.09	6.06
YTD	2.95	7.85	3.27	11.13	13.42
12 MONTH	1.75	4.93	4.05	8.99	10.94

RIA MISSION SAFETY PERFORMANCE
CEILING vs YTD
YTD JAN FY 2004

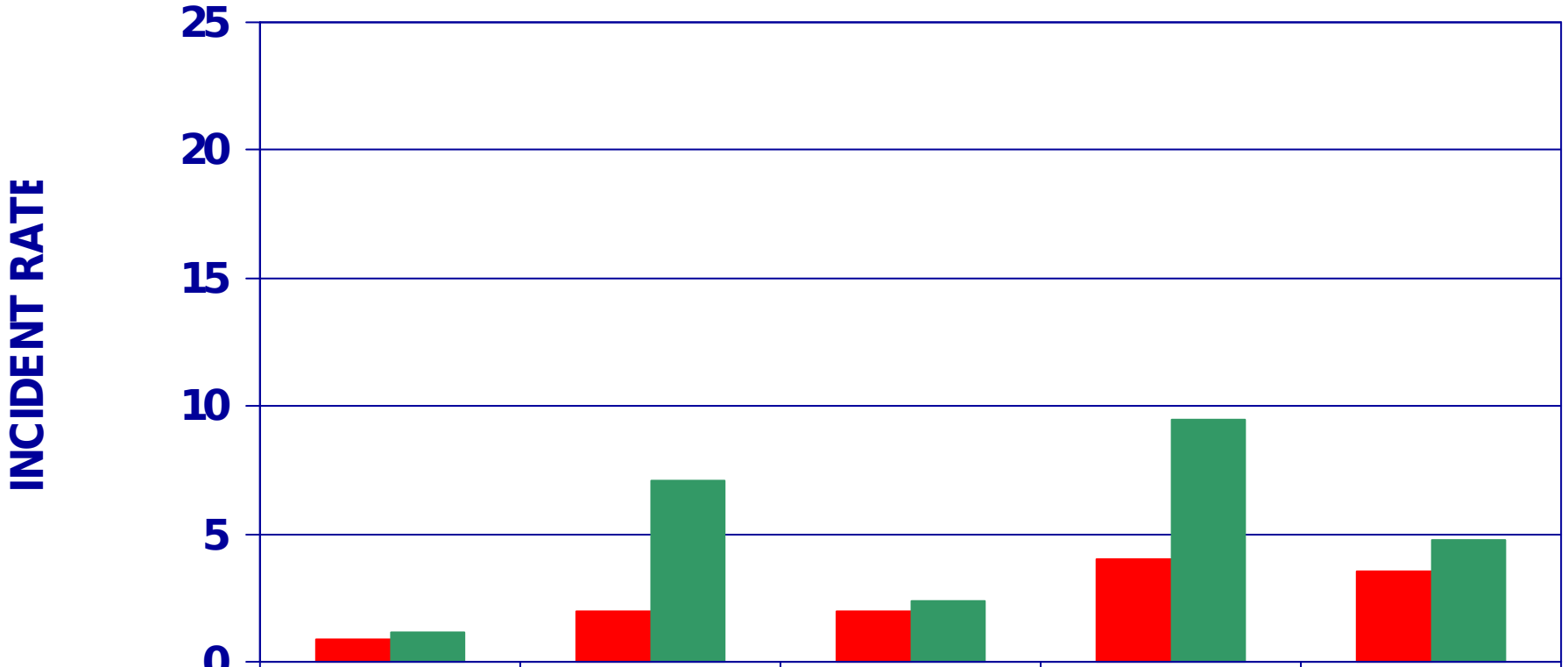
Status: RED



	LOST TIME	OSHA RECORDABLE	FIRST-AID	TOTAL INCIDENT	SEVERITY
CEILING	0.99	4.64	5.30	9.94	4.76
YTD	3.63	8.17	3.63	11.80	16.79

RIA GARRISON SAFETY PERFORMANCE
CEILING vs YTD
YTD JAN FY 2004

Status: RED



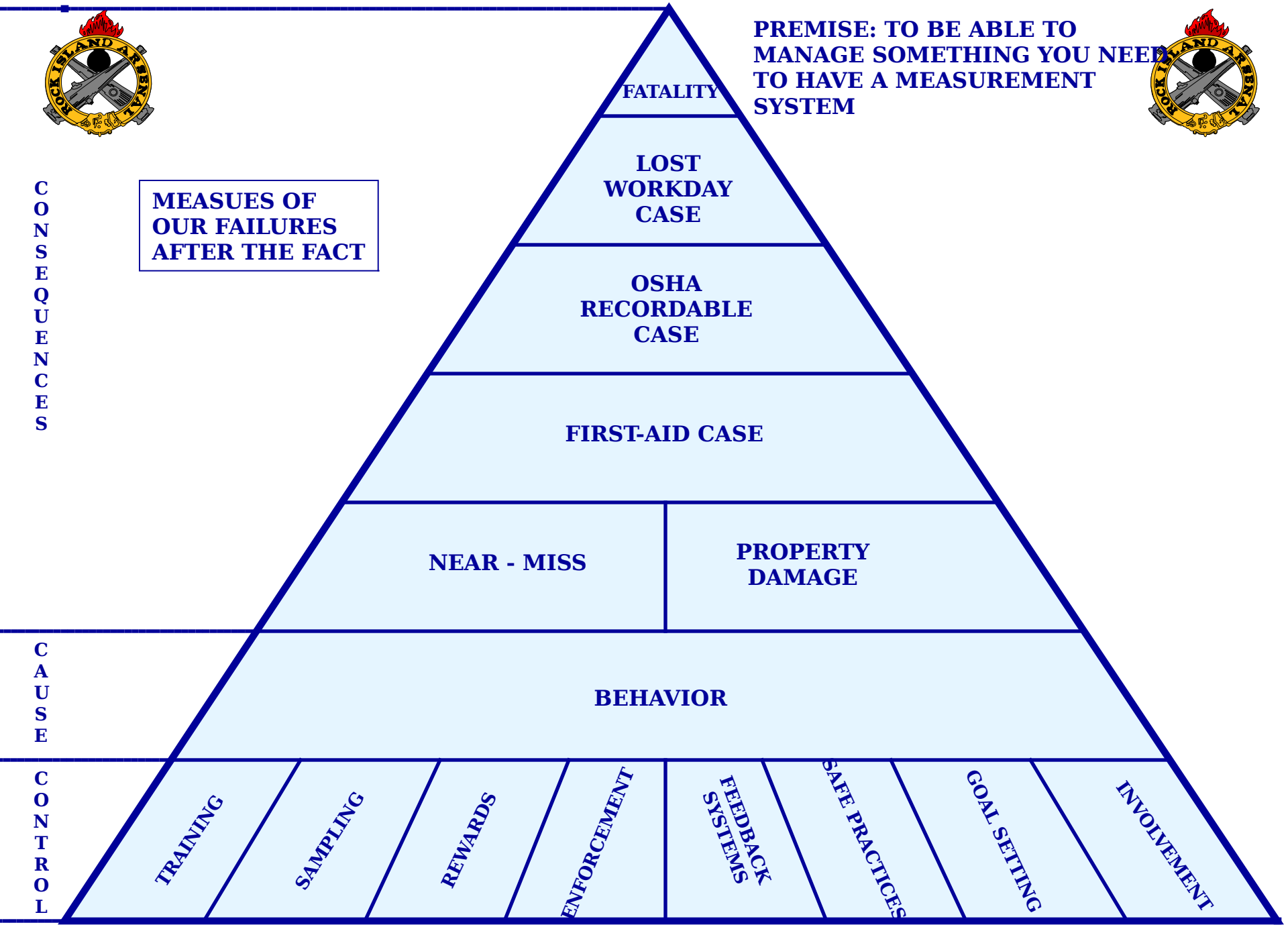
	LOST TIME	OSHA RECORDABLE	FIRST-AID	TOTAL INCIDENT	SEVERITY
CEILING	0.88	1.99	1.99	3.99	3.51
YTD	1.18	7.10	2.37	9.47	4.74

Cases by Office Symbol

DESCRIPTION	COST CENTER	LOST TIME	OSHA RECORDABLE	FIRST-AID	TOTAL INCIDENT	LOST DAYS
RIA FY 2004 - ALL	01000 - D9900	9	24	10	34	41
RIA MISSION	A0000 - D9900	8	18	8	26	37
CO	A0000	0	0	0	0	0
QM	G0000	0	0	0	0	0
RM	H0000	0	0	0	0	0
SE	J 0000-J 5000	0	0	0	0	0
BD	F0000-F2000	1	1	0	1	6
LD	B0000-B3300	1	1	1	2	1
MS	C0000	0	0	0	0	0
PD	D0000-D9900	6	16	7	23	30
RIA GARRISON	01000-17100	1	6	2	8	4
GM	01000	0	0	0	0	0
CF	02000-02650	0	0	0	0	0
GC	03000	0	0	0	0	0
IA	04000	0	0	0	0	0
EO	06000	0	0	0	0	0
SF	07000	0	0	0	0	0
RG	11000	0	0	0	0	0
PW	13000-13410	0	1	1	2	0
FP	15000-15300	1	5	1	6	4
IT	17000-17100	0	0	0	0	0

PREMISE: TO BE ABLE TO MANAGE SOMETHING YOU NEED TO HAVE A MEASUREMENT SYSTEM

MEASUES OF OUR FAILURES AFTER THE FACT



Safety, Health, and Return-to-Employment (SHARE) Initiative

SHARE

- **President George W. Bush**
  - **Memorandum dated 09 January 2004**
  - **Federal Worker's Compensation**
    - **Cost over 2 billion annually**
    - **2 million lost production days annually**
  - **FY 2003**
    - **2.7 million work force**
    - **168,000 injury claims**
  - **SHARE**
    - **Three (3) year period (FY 2004 – FY 2006)**
    - **Four (4) goals**

SHARE

- **SHARE Four Goals**
  - **Lower workplace injuries and illness case rates**
  - **Lower lost-time injury and illness case rates**
  - **Timely reporting of injuries and illnesses**
  - **Fewer lost days resulting from work injuries and illnesses**

SHARE

- **Secretary of Labor**
  - **Take the lead for SHARE**
  - **Establish challenging annual goals based on current performance in the four areas (goals)**
  - **Measure and track performance**
  - **Report to President annually**

SHARE

- **Secretary of Defense, Donald Rumsfeld**
  - **Memorandum dated, 02 February 2004**
  - **May 2003, DoD to reduce number of mishaps and accident rates by 50% in the next two (2) years.**
  - **SHARE is complimentary to our initiative to achieve continual, long-term improvement in our safety and health performance.**

Review of Hazardous Processes

Risk Management Matrix

Hazard Severity	Hazard Probability				
	Frequent	Likely	Occasional	Seldom	Unlikely
	A	B	C	D	E
I Catastrophic	E	E	H	H	M
II Critical	E	H	H	M	L
III Marginal	H	M	M	L	L
IV Negligible	M	L	L	L	L

E - Extremely High Risk RAC 1

H - High Risk RAC 2

M - Moderate Risk RAC 3

L - Low Risk RAC 4 & 5

Evaluations Performed

- ✔ **Bldg 212, Weld Shop**
  - ➤ **1 RAC 4**
- ✔ **Building 208, Gun Mount,**
  - **6 RAC 5 processes**
- ✔ **Building 208, Milling**
  - **9 RAC 5**
- ✔ **Building 299, Equipment Installation**
  - **5 RAC 5**
- ✔ **Building 220, Tool Grinding**
  - **3 RAC 5**
- ✔ **Bldg 211, Tool Setting**
  - **11 RAC 5**

Evaluations Performed

- ✔ **Bldg 225, Force Protection**
  - **7 RAC 5, 5 RAC 4**
- ✔ **Bldg 220, Gear Cutting**
  - **1 RAC 5, 1 RAC 4**
- ✔ **Bldg 220, Spring Manufacturing**
  - **9 RAC 5**
- ✔ **Bldg 220, Rubber Dept.**
  - **9 RAC 5, 2 RAC 4**
- ✔ **Bldg 351, Autocraft Shop**
  - **1 RAC 5, 1 RAC 4**
- ✔ **Bldg 110, Health Clinic**
  - **10 RAC 5, 2 RAC 4, 2 RAC 3**

Fire & Emergency Services

AMSTA-RI-FPF

- ✔ **Portable Space Heaters**
  - ➤ **Require approval by Public Works**
    - **Working on permit**
- ✔ **If approved for use**
  - **Supervisors responsible for heaters in area**
  - **Only UL approved heaters allowed**
    - **In good repair with overheat protection switch**
    - **Must have safety tip over switch**
    - **Must maintain 36” clearance around heater**
  - **Consider additional electrical load in area**
  - **Interferes with thermostat function in area**

AMSTA-RI-FPF

- ✔ **Candle Safety**
  - ➤ **Finding an increased amount of candles being used in the office areas**
    - **Not allowed to be used in work place**
    - **A candle flame can easily ignite nearby combustible materials on desks**
    - **Easily hidden when see Fire Inspectors coming thru on inspection**

Directorate / Office Safety Actions and Lessons Learned

AMSTA-RI-BD

- **Safety Actions:**
  - **Building evacuation drill**
  - **Safety inspection audit and corrective actions**
- **Lessons Learned:**
  - **Safety walkthroughs are a good idea**

AMSTA-RI-LD

- **Safety Actions:**
  - **Conducted Monthly Directorate/Division Safety Meetings**
  - **A scheduled Fire Drill Evacuation on 8 Oct 03 was successful (Bldg 299)**
  - **Purchased (3) Tricycles to replace the old two-wheel bikes (Bldg 299)**
  - **Coated the pedestrian walkway with an abrasive filled paint (Bldg 299)**
  - **Installed a stop light at the electronic gate entrance (Bldg 299)**

AMSTA-RI-LD

- Replaced bulbs to the Fire Alarm indicator lights throughout building 299

- **Lessons Learned:**
  - During an unscheduled Fire Drill on 20 Jan 04, it was evident that at 0710 the Fire Evacuation Indicator Flags cannot be seen in the dark. A plan to improve this is in process.

AMSTA-RI-MS

- **Safety Actions:**
  - **Coordinated and Conducted Monthly JMTC Safety Meetings;**
    - **Oct 2003 - Fire Prevention**
    - **Nov 2003 - Winter Safety**
    - **Dec 2003 - Effects of Accidents on Our Lives**
  - **Acting Safety POC Temporarily Assigned**
  - **Conducted Monthly Office Safety Meetings**
  - **Participated in JMTC SAARs**
  - **Safety Awareness Briefings performed for new Employees**

AMSTA-RI-MS

- **Lessons Learned:**
  - **No Safety Incidents – focusing on prevention and winter safety**

AMSTA-RI-PD

- **Safety Actions:**
  - **review safety issues & resolution at weekly production meetings with factory division chiefs**
  - **Attend monthly safety meetings with all JMTC managers**
  - **Factory managers have monthly safety meeting with teams**
  - **Planning the installation of fall protection bldg 208 large paint booth**

AMSTA-RI-PD

- **Safety Actions:**
  - **Identifying & resolved safety (60 to date) & ergonomic (37 to date) issues during LEAN rapid improvement events. Follow up monthly on implementation.**
  - **70 plus LEAN rapid improvement events will completed FY04. Continue identifying & resolving safety & ergonomic issues**
  - **Safety items in monthly LEAN news letter**
  - **In process of installing LEAN communication board that will include safety issues from LEAN RIE's**

AMSTA-RI-PD

- **Lessons Learned:**
  - **LEAN is a great way to identify and resolve safety & ergonomic issues**
  - **Communicate issues and resolution in groups allow better ideas for resolution**
  - **Use existing safety resolutions in other areas**

AMSTA-RI-QM

- ✔ **Safety Actions:**
  - **Completed Monthly Safety Meetings**
  - **Completed Monthly Safety Audits**
- ✔ **Lessons Learned:**
  - **Oct 2003- Fire Prevention**
  - **Nov 2003- Emergencies & First Aid**
  - **Dec 2003- Holiday Safety**

AMSTA-RI-RG/RM

- ✔ **Safety Actions:**
  - ➤ **Conducted monthly safety meetings this quarter**
  - **Continually audited safety conditions in RG areas**
  - **Corrected trip hazard (Hallway Runner – Bldg. 90)**
- ✔ **Lessons Learned:**
  - **Winter Walking**
  - **Foul Weather Driving**
  - **Impaired Driving**

AMSTA-RI-SE

- **Safety Actions:**
  - **New evacuation route for bldg 211 approved by Fire Dept. Employees to exit south door and directly outside the building. Signs have been posted.**
  - **Indoor Air Quality Survey completed for room 308 of bldg 211. All findings were within regulatory guidelines. Survey was the result of a suggestion to increase fresh air intake for the area.**

AMSTA-RI-SE

- **Lessons Learned:**
  - **Any questions about fire extinguishers should be addressed to the Fire Department as they inspect and service them. Directorate employee safety inspections need not cover fire extinguishers.**

AMSTA-RI-CF

- **Safety Actions:**
  - **Monthly Safety Meetings were held in all areas.**
  - **Museum: Palletized boxes of technical manuals**
  - **CYS: Risk Assessment for Youth Services Staff and Children Caroling in Housing Area.**
  - **CYS: Annual Safety Inspections for all CYS programs.**

AMSTA-RI-CF

- **Lessons Learned:**
  - **Protecting yourself in a cold environment, Keeping your back healthy at work, Holiday safety, Safe food storage/hazardous foods, Driving and Pedestrian Safety, Office Ergonomics, Fire Prevention Week, Sexual Harassment, Winter sports equipment safety.**
  - **CYS: RIA Safety Office conducted the assessment prior to the Caroling event – No Incidents.**

AMSTA-RI-CF

- **Lessons Learned:**
  - **CYS: All programs scored high and were in compliance. Corrections were made on the spot or within specified timeframe if required by the Safety Office.**

AMSTA-RI-EO

- **Safety Actions:**
  - **Protect Yourself Against Workplace Violence**
- **Lessons Learned:**
  - **Post emergency numbers by your phone.**
  - **Know the location of the alarm switch.**
  - **If threatened, stay calm and cooperate with the person if possible.**
  - **If attacked, run away and scream for attention.**

AMSTA-RI-EO

- **Lessons Learned:**
  - **Take serious employees who make threats, get angry easily, talk about using a weapon.**
  - **Notify a supervisor immediately if an employee displays violent behavior**

AMSTA-RI-FP

- **Safety Actions:**
  - **Boxes were placed at gates to store kerosene heaters when not in use.**
  - **Sheds at gates were lined to meet fire code.**
  - **Safe Winter Driving Techniques**
- **Lessons Learned:**
  - **Films borrowed from RIA Safety Office;**
    - **Personal protection from weather extremes.**
    - **Safe Winter Driving were used to instruct officers on safety procedures**

AMSTA-RI-GC

- **Safety Actions:**
  - **John J. Welling, AMSTA-RI-GC Safety POC**
  - **Participating in Quarterly Bldg. 90 Safety Reviews**

AMSTA-RI-IA

- **Safety Actions:**
  - **Conducted monthly internal safety audits**
  - **Reviewed all Safety Grams**
  - **Did not attend any safety meetings**
- **Lessons Learned:**
  - **Will attend Bldg 90 Safety meetings beginning with Feb 04**

AMSTA-RI-IT/ITR

- **Safety Actions:**
  - **Reviewed proposed Draft RIAR 385-2 and submitted comments.**
- **Lessons Learned:**
  - **Establish consolidated assembly point for Directorate during Fire Drill evacuation.**

AMSTA-RI-OC

- **Safety Actions:**
  - **Relocated microwave oven to prevent electrical overload**
  - **All employees reviewed safety grams concerning foul weather driving and defense driving**
- **Lessons Learned:**
  - **Need to re-establish monthly safety meeting with Safety Office POC**

AMSTA-RI-PC

- ✔ **Safety Actions:**
  - **October: Fire Safety**
  - **November: Winter Weather Safety**
  - **December: Managing Stress**
- ✔ **Lessons Learned:**
  - **Precautions during flu season**
  - **Winter driving kits**

AMSTA-RI-PW

- ✔ **Safety Actions:**
  - **QA on snow/ice control**
  - **Safe Unloading of Railroad Flatcars**
- ✔ **Lessons Learned:**
  - **Crane Safety**
  - **Proper Winter footwear**

6
BENNETT
OVER SIZE LOAD

6
OVER SIZE LOAD

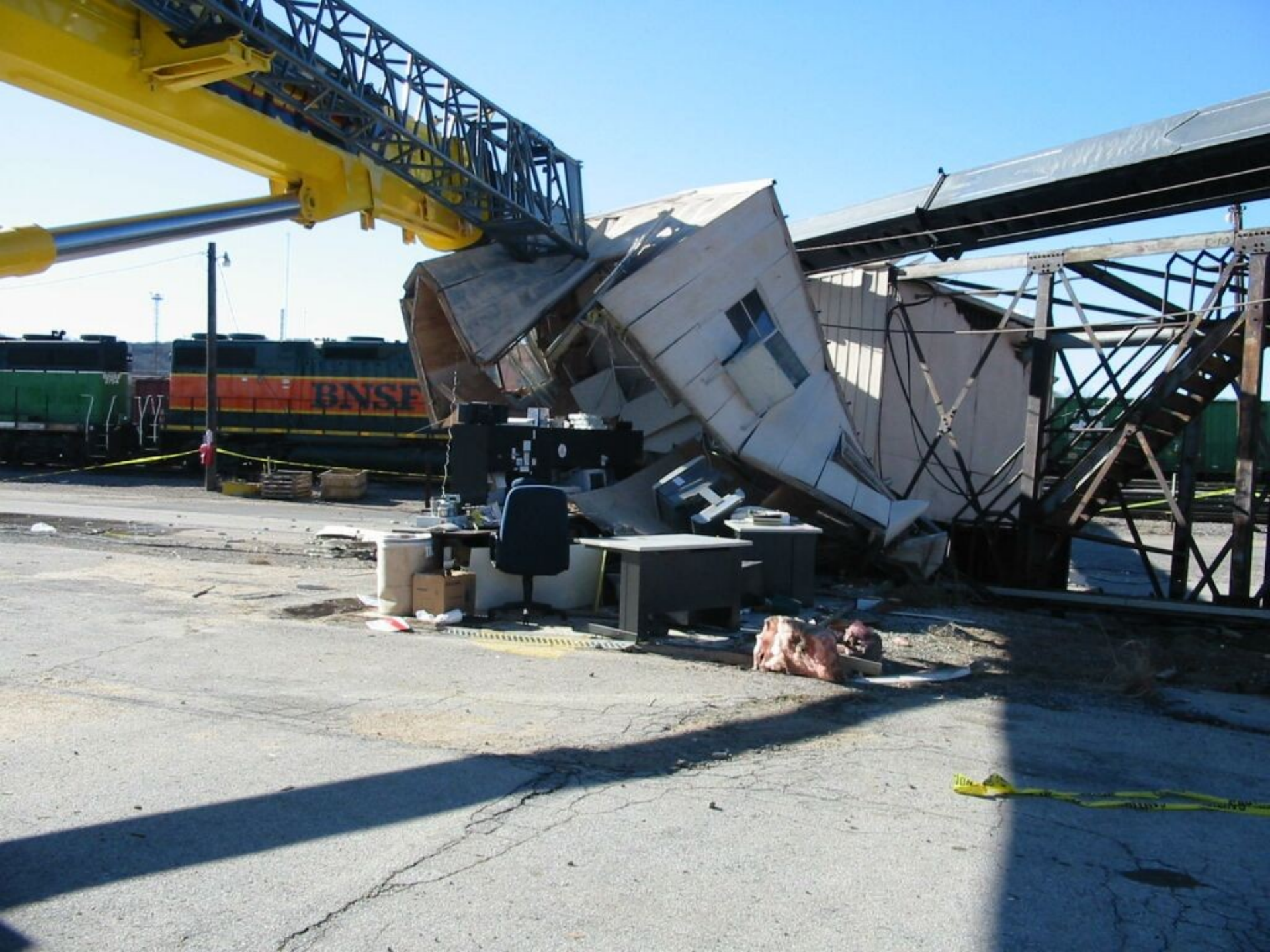
6
OVER SIZE LOAD

GROVE
BENNETT

GROVE
GROVE
BENNETT

Link-Belt

Link-Belt


BNSF

GROVE

AMSTA-RI-RG/RM

- ✔ **Safety Actions:**
  - **Conducted monthly safety meetings this quarter**
  - **Continually audited safety conditions in RG areas**
  - **Corrected trip hazard (Hallway Runner – Bldg. 90)**
- ✔ **Lessons Learned:**
  - **Winter Walking**
  - **Foul Weather Driving**
  - **Impaired Driving**

AMSTA-RI-SF

- ✔ **Safety Actions:**
  - ➤ **RIA Safety Regulation, RIAR 385-2**
    - **Final Draft out for review by 27 Feb 2004**
  - ➤ **Safety Performance Goals for FY 2004**
  - **Tenant Support**
    - **Quarterly Safety Awareness Training to RIA Commissary**
  - **Lean Initiative Support**
    - **Eyewashes for CMTH workstations**
    - **Rapid Response Machining Cell**

AMSTA-RI-SF

- ✔ **Safety Actions:**
  - ➤ **Installation Child and Youth Team (ICYET)**
    - **Conducted inspection**
    - **Final report submitted**
  - **Petroleum Quality Analysis System (PQAS)**
    - **TACOM-RI and RIA joint effort on Safety Assessment Report (SAR)**
  - **Safety Fundamentals I for Supervisors**
    - **25 Nov 2003**
    - **Associated Employers**
    - **15+ RIA employees attended**

AMSTA-RI-SF

- **Safety Actions:**
  - **Safety Office POC Listing**
  - **Fall Protection, Building 208, Paint Booth**
  - **DA Safety Conference, 17-21 Nov 2003**
  - **Safety Grams**
  - **With AMSTA-RI-MS assistance, purchased 12 new videos (2 for 1 sale)**

AMSTA-RI-SF

- **Lessons Learned:**
  - **Need newer and updated awareness material**
  - **Better lead time on projects would increase response time and support to customers**
  - **Need to increase cross training of Safety Office personnel**

Review of Open Actions

Review of Open Issues

Open Action	Assigned To:	Date Assigned:	Date Due:	Status:	Comments:
Automatic Electronic Defibrillator	GC, PW, PWF, RIA-OPS, SF	07 Feb 2002		On-going	2 in TACOM, 1 in Gym 1 in TMDE
Risk Management Training	SF	July 2003	Oct 2003	Completed	New employees receiving training as needed
Outdoor Lighting Evaluation – Parking Lots	SF, IH	Mar 2003	Oct 2003	On-going	Evaluation conducted and report forwarded to PW and SF

Hot Topics

Hot Topics

- ✔ **Safety, Health, and Return-to-Employment (SHARE) Initiative**
- ✔ **Winter Conditions**

Issues from the Council

Wrap Up

- ✔ **Next SOHC – April FY 2004**

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